

Sanitized - Approved For Release : CIA-RDP54-00177A000100110018-2

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Branch

FROM : Acting Chief, Supply Division

SUBJECT: Monthly Report - October

DATE: 19 November 1948

<u>Total No. of Personnel Allowed Under Approved Table of Organization</u>	<u>Total Number of Personnel on Duty</u>	<u>Total Number of Personnel Inter- viewed & Actions Initiated</u>	<u>Remaining Unfilled Positions</u>
Chief 5	4	0	1
Contract 4	4	0	0
Procurement 17	14	3	0
Real Estate & Ut. 10	6	3	1
Appliance Main. 4	3	0	1
Telephone 21	16	5	0
Storage & Issue 64	55	7	2
Enlisted Pers. 5	5	0	0
<u>130</u>	<u>107</u>	<u>18</u>	<u>5</u>

PROBLEMS:

The present strike at East and West Coast ports is delaying the shipment of a considerable amount of cargo destined for the [REDACTED] projects in the Far East and the Middle East. Likewise, shipments of SO cargoes are being held up, due to the embargo in effect at all ports.

Personnel actions on eight position vacancies are pending in the Storage and Issue Section. In addition two recent resignations have occurred in this Section. Due to the foregoing, the efficiency of this Section is lowered. Two of the position vacancies are for Clerk-Typists for which security clearance on personnel has been pending since 11 March 1948. This has resulted in a backlog of work in the Receiving and Inspection Unit. Typists are sorely needed here and due to working conditions it must be male personnel. We do not have a sufficient number of typists at the warehouse to do any switching around. The Administrative Officer, Services Branch is trying to speed the clearance on personnel requested, however we recognize the difficulty and are trying to work out a suitable solution.

25X1A6a We have been unsuccessful to date in locating suitable space in [REDACTED] for establishment of the Contacts field office. Several trips by personnel of this office and discussions with PBA here have resulted only in promises that something would be done.

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ACCOMPLISHMENTS:

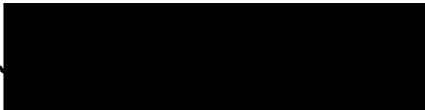
This office has recently put into effect new procedures directed by the Chief, Services Branch, which will expedite the delivery of stocked supplies and equipment.

Purchase orders, correspondence, contracts, etc., for the Fiscal Years 1946 and 1947 were transferred to the CIA Archives.

FUTURE PLANS:

Discussions are under way with Fiscal to try and speed the flow of purchase orders for encumbrance. We feel that there is a delay which directly affects procurement.

Plans for the Storage and Issue Section will be accomplished when directed, as a result of reorganization plans now under study.


Acting Chief, Supply Division

25X1A9a

VOLUME:Procurement Section:a. Requisitions:

Requisitions numbered and processed.....915

Distribution as follows:

Procurement Section.....	543
Storage and Issue.....	231
Typewriter Repair Shop.....	55
Contract Section.....	15
Communications Division.....	20
Real Estate and Utilities Section.....	51
Special Procurement.....	0
Transportation.....	0

Requisitions that have been numbered and distributed but no information as to action posted on Kardex copy:

	1948	1949
Purchase	0	228
Storage and Issue.....	6	55
Storage and Issue (Operational & Med)....	3	34
Special Procurement.....	0	2
Typewriter Repairs.....	1	35
Real Estate & Utilities.....	3	30
Communications Division.....	1	27
Contract Section.....	2	29
Dispensary.....	1	0
Transportation.....	0	2
	17	442

Note: The above include requisitions in the process of being filled, purchase orders pending distribution, checking, signature and encumbrance by Finance Division.

Further breakdown of requisitions held within Procurement Section:

Without action.....	40
Pending receipt of bids.....	45
Pending clearance.....	3
Pending justification.....	3
Pending clarification.....	14
Pending repairs and billing.....	34
	139

Total number of items involved.....343

Requisitions and/or purchase orders completed during period:

Fiscal Year 1947:...1 Fiscal Year 1948:...70 Fiscal Year 1949:...715

b. Purchase Orders:

Purchase orders prepared and typed.....	854
Total number of items involved.....	2008
PO's prepared but pending checking and signature....	39
PO's prepared but pending encumbrance by Fiscal.....	33
Total amount expended.....	\$210,126.77

c. Telephone Calls:

Total number of telephone calls received.....	1419
Total number of telephone calls out.....	1771

d. Bids:

Formal bids prepared and typed.....	15
Items involved.....	31
Contractors invited to bid.....	151
Formal bids outstanding.....	12
Telephone bids prepared and typed.....	6
Items involved.....	12
Contractors invited to bid.....	24
Telephone bids outstanding.....	0
Wire bids prepared and typed.....	0
Wire bids outstanding.....	0
Informal bids prepared and typed.....	97
Items involved.....	297
Contractors invited to bid.....	112
Informal bids outstanding.....	25

e. Letters:

Prepared and typed.....	266
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f. Memorandums:

Prepared and typed.....	148
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g. Wires:

Prepared and typed.....	3
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h. Bills of Lading:

Prepared and typed.....	13
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i. Petty Cash Fund:

Purchases and/or services rendered by use of Petty	
Cash Fund.....	\$120.17

j. Printing and Binding Estimates received.....	\$5,818.49
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Appliance Maintenance Section:

Number of requisitions received during month of October.....	54
Number of requisitions completed during month of October.....	62
Number of requisitions uncompleted from present & previous month..	36
Number of overhauls and shop work.....	30
Overhaul and shop work on S&I machines.....	15
Service Calls.....	100
Service Calls made for NSC.....	0
Total number of machines repaired.....	145
Estimated dollar value of all overhauls and repairs.....	\$947.75

Real Estate and Utilities Section:

Requests received prior to November 1 and which have not been	
processed.....	18
Requests received in writing during October.....	93
Telephone calls received during October.....	1150
Requests processed by memorandum.....	81
Requests processed verbally.....	482
Requests processed by FWA Form #52.....	37

- 3 -

Requisitions written for contractual services..... 0
 Work orders written for contractual services....\$29,589.00.....18
 Requisitions written, miscellaneous..... 4
 Requests processed for moves of equipment.....23
 Space moves 2 Personnel moved.....12
 Man hours worked by regular assigned FWA laborers.....3344
 Man hours worked by additionally assigned FWA laborers..... 292

Contract Section:Contracts Completed:

Supply	Vouchered	7	\$21,962.87
Service	Vouchered	3	2,133.50
Supply	Unvouchered	1	8,835.00
Lease	Vouchered	1	3,600.00

36,531.37

Contracts Pending:

Supply	Vouchered	2	10,014.50
Supply	Unvouchered	1	30,000.00
Service	Vouchered	1	Approx. \$7.50 per month

Amendments to Contracts Completed:

Supply	Vouchered	1	No funds involved
Service	Vouchered	1	No funds involved

Amendments to Contracts Pending:

Supply	Vouchered	1	993.95
Developmental	Unvouchered	1	No funds involved

Unnumbered Contracts completed - Vouchered 6 1,978.69

Unnumbered contracts completed - Unvouchered 3 2,781.51

Invitations to Bid issued 6

Number of requisitions incomplete as of October 1, 1948	14
Number of requisitions received 1 October-31 October 1948	18
	<u>32</u> Total
Number of requisitions completed during October	16
Number of requisitions incomplete as of November 1, 1948	16
	<u>32</u> Total

Total number of contracts, amendments, etc., handled	35
Contracts awarded during the month - Vouchered	\$23,941.56
Contracts awarded during the month - Unvouchered	11,616.51
Leases and utility contracts awarded during the month	5,733.50

Storage and Issue Section:Furniture Repairs:General Repairs:

Service Calls
25

Stock Repairs
56

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Storage and Issue Section:

	<u>Number</u>	<u>Unit</u>	<u>Weight</u>
Purchase Orders received	1020	5,043	695,754
Job orders for reloading and storage	554		4,151,876
Requests for local delivery or pick-up	554		3,248,876
Job orders for Cargo to be processed and packed for overseas shipment	175	584	94,343
Requests for domestic shipments	94	263	79,218
Job orders for service	45		240,450
Orders for Cargo to be shipped overseas	145	552	106,420
	<u>2033</u>	<u>6,442</u>	<u>8,616,937</u>
<u>Office Supplies</u>			
Credit Vouchers	442	3,675	322,163
Debit Vouchers	<u>51</u>	<u>64</u>	<u>93,636</u>
	493	3,739	415,799
<u>Office Equipment</u>			
Credit Vouchers	164	336	936
Debit Vouchers	<u>85</u>	<u>158</u>	<u>1,239</u>
	249	494	2,175
<u>Operational Equipment</u>			
Credit Vouchers	24	132	19,694
Debit Vouchers	<u>57</u>	<u>209</u>	<u>21,359</u>
	81	341	41,053
<u>Medical Supplies</u>			
Credit Vouchers	10	16	358
Debit Vouchers	<u>6</u>	<u>54</u>	<u>649</u>
	16	70	1,007